

SERIAL 06152 S BUSINESS FORM PRODUCTION

DATE OF LAST REVISION: November 08, 2007 CONTRACT END DATE: February 28, 2010

CONTRACT PERIOD THROUGH FEBRUARY 28, 2010

TO: All Departments

FROM: Department of Materials Management

SUBJECT: Contract for **BUSINESS FORM PRODUCTION**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **February 21, 2007**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

Wes Baysinger, Director
Materials Management

BW/mm
Attach

Copy to: Clerk of the Board
 Tom Campbell, Reprographics
 Materials Management

(Please remove Serial 02033-C from your contract notebooks)

INVITATION FOR BID FOR: BUSINESS FORM PRODUCTION

1.0 INTENT:

The intent of this Invitation for Solicitation is to establish a requirements contract for Business Form Production.

2.0 SPECIFICATIONS:

2.1 TECHNICAL REQUIREMENTS:

2.1.1 Business Forms Production includes the typesetting, printing and finishing of numerous styles and sizes of business forms used by Maricopa County.

2.1.2 During the contract period qualifying vendors are required to submit quotations and pick-up specifications for new requests on Monday, Wednesday and Friday, between 9 a.m. and 12 p.m. Vendors will be notified by Maricopa County Graphic Communications if there are requests that need immediate attention. Award of individual Business Forms jobs shall be made to the contractor with the lowest quote meeting specifications. The Graphic Communications Manager, or an individual designated by him/her, will determine this. (Qualifying under this award does not guarantee county business. However, only those qualifying under this contract will be considered for quotations). Vendors will pickup specifications for jobs on the designated days at Materials Management, Graphic Communications Division, 320 West Lincoln Street, Phoenix, Arizona 85003. Completed quotes will be dropped off at the same location the following scheduled report day.

2.1.3 ARTWORK:

2.1.3.1 All originals, photographs, artwork, paste-ups, negatives and magnetic media used in the production of the business forms called for in the bid shall remain and/or become the property of Maricopa County and can be requested on demand.

2.1.3.2 All artwork, paste-ups, negatives and magnetic media shall be in a useable condition and any damage thereof shall be considered the responsibility of the successful supplier.

2.1.4 PROOFS:

Proofs shall be required on all new copy and/or any changes on copy submitted with purchase orders or print stub requisitions or by request of the county customer. On exact repeat orders, proofs may not be required.

2.1.5 TECHINCAL ASSISTANCE:

2.1.5.1 The successful vendor(s) shall assign a technical sales representative to Maricopa County. This representative shall be responsible for:

2.1.5.1.1 Submitting Quotations

2.1.5.1.2 Order Pick-Up

2.1.5.1.3 Proof Coordination

2.1.5.1.4 Consult county agencies in the areas of paper samples, layout and construction and provide estimates.

2.1.5.1.5 Coordinate production requirements with graphics manager.

2.1.5.1.6 Coordinates and insures delivery time and location.

2.1.6 PACKAGING:

All products shall be wrapped or boxed in quantities per customer requests. Each package or carton shall be marked with form name, number, quantity and purchase order/print stub requisition number.

2.1.7 INSPECTION:

Maricopa County reserves the right to inspect the bidders facilities in order to determine if the contractor has the capabilities of fulfilling this contract, and meets state and federal compliance regarding the handling, use, storage and disposal of hazardous materials.

2.2 USAGE REPORT:

The Contractor shall furnish the County upon request a quarterly usage report delineating the acquisition activity governed by the Contract. The format of the report shall be approved by the County and shall disclose the quantity and dollar value of each contract item by individual unit.

2.3 FACILITIES:

During the course of this Contract, the County shall provide the Contractor's personnel with adequate workspace for consultants and such other related facilities as may be required by Contractor to carry out its obligation enumerated herein.

2.4 INVOICES AND PAYMENTS:

2.4.1 **The Contractor shall submit two (2) legible copies of their detailed invoice before payment(s) can be made. At a minimum, the invoice must provide the following information:**

- 2.4.1.1 Company name, address and contact
- 2.4.1.2 County bill-to name and contact information
- 2.4.1.3 Contract Serial Number
- 2.4.1.4 County purchase order number
- 2.4.1.5 Invoice number and date
- 2.4.1.6 Payment terms
- 2.4.1.7 Date of service or delivery
- 2.4.1.8 Quantity (number of days or weeks)
- 2.4.1.9 Contract Item number(s)
- 2.4.1.10 Description of Purchase (product or services)
- 2.4.1.11 Pricing per unit of purchase
- 2.4.1.12 Freight (if applicable)
- 2.4.1.13 Extended price
- 2.4.1.14 Mileage w/rate (if applicable)
- 2.4.1.15 Arrival and completion time (if applicable)
- 2.4.1.16 Total Amount Due

Graphic Communications will review the invoice and delivery receipt and if approved will stamp a copy of the original invoice "PAID" in red and return this copy to the vendor. Only after the vendor has received this stamped copy are they authorized to charge the invoice amount to Graphic Communications Purchasing Card account.

Problems regarding billing or invoicing shall be directed to the using agency as listed on the Purchase Order.

2.4.2 Payment will be made to the Contractor by Accounts Payable through the Maricopa County Vendor Express Payment Program. This is an Electronic Funds Transfer (EFT) process. After Award the Contractor shall fill out an EFT Enrollment form (to be provided by the Procurement Officer) or as located on the County Department of Finance Website as a fillable PDF document (www.maricopa.gov/finance/).

2.4.3 EFT payments to the routing and account numbers designated by the Contractor will include the details on the specific invoices that the payment covers. The Contractor is required to discuss remittance delivery capabilities with their designated financial institution for access to those details.

2.5 TAX:

NO TAX SHALL BE LEVIED AGAINST LABOR. It is the responsibility of the Contractor to determine any and all taxes and include the same in proposal price.

2.6 DELIVERY:

Delivery is required F.O.B. **DESTINATION** to the delivery point listed on the order form (desktop) in accordance with the following delivery schedules after the receipt of county purchase order or print stub requisitions, except in cases when a proof is required. Proofs are to be submitted within five (5) working days from receipt of order. Taking exception to this requirement is justification for declaring the offer non-responsive.

Printing - 15 days. Proofs - 5 days.

3.0 **SPECIAL TERMS & CONDITIONS:**

3.1 CONTRACT TERM:

This Invitation for Bid is for awarding a firm, fixed price purchasing contract to cover a three (3) year period.

3.2 OPTION TO EXTEND:

The County may, at their option and with the approval of the Contractor, extend the period of this Contract up to a maximum of three (3), one (1) year options, (or at the County's sole discretion, extend the contract on a month to month bases for a maximum of six (6) months after expiration). The Contractor shall be notified in writing by the Materials Management Department of the County's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract period.

3.3 PRICE ADJUSTMENTS:

Any requests for reasonable price adjustments must be submitted sixty (60) days prior to the Contract expiration date. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted price terms, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the (Consumer Price Index) or by performing a market survey.

3.4 INDEMNIFICATION AND INSURANCE:

3.4.1 INDEMNIFICATION

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from the negligent acts, errors, omissions or mistakes relating to the performance of this Contract. Contractor's duty to defend, indemnify and hold harmless County, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property, including loss of use resulting there from, caused by any negligent acts, errors, omissions or mistakes in the performance of this Contract including any person for whose acts, errors, omissions or mistakes Contractor may be legally liable.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

The scope of this indemnification does not extend to the sole negligence of County.

3.5 INSURANCE REQUIREMENTS

Contractor, at Contractor's own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of B++6. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies, which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of County. The form of any insurance policies and forms must be acceptable to County.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of County, constitute a material breach of this Contract.

Contractor's insurance shall be primary insurance as respects County, and any insurance or self-insurance maintained by County shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect the County's right to coverage afforded under the insurance policies.

The insurance policies may provide coverage that contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to County under such policies. Contractor shall be solely responsible for the deductible and/or self-insured retention and County, at its option, may require Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

County reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance policies and/or endorsements. County shall not be obligated, however, to review such policies and/or endorsements or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of County's right to insist on strict fulfillment of Contractor's obligations under this Contract.

The insurance policies required by this Contract, except Workers' Compensation, and Errors and Omissions, shall name County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

The policies required hereunder, except Workers' Compensation, and Errors and Omissions, shall contain a waiver of transfer of rights of recovery (subrogation) against County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.

Contractor is required to procure and maintain the following coverages indicated by a checkmark:

3.5.1 Commercial General Liability:

Commercial General Liability insurance and, if necessary, Commercial Umbrella insurance with a limit of not less than \$1,000,000 for each occurrence, \$2,000,000 Products/Completed Operations Aggregate, and \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage, and shall not contain any provision which would serve to limit third party action over claims. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

3.5.2 Automobile Liability:

Commercial/Business Automobile Liability insurance and, if necessary, Commercial Umbrella insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to any of the Contractor's owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work or services under this Contract.

3.5.3 Workers' Compensation:

Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services under this Contract; and Employer's Liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

Contractor waives all rights against County and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by Contractor pursuant to this Contract.

3.5.4 Certificates of Insurance.

3.5.4.1 Prior to commencing work or services under this Contract, Contractor shall furnish the County with certificates of insurance, or formal endorsements as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

In the event any insurance policy (ies) required by this contract is (are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of **Contractor's** work or services and as evidenced by annual Certificates of Insurance.

If a policy does expire during the life of the Contract, a renewal certificate must be sent to **County** fifteen (15) days prior to the expiration date.

3.5.4.2 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

3.6 PROCUREMENT CARD ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize a procurement card that may be used by the County from time to time, to place and make payment for orders under the Contract. Respondents without this capability may be considered non-responsive and not eligible for award consideration.

3.7 NO GUARANTEED QUANTITIES.

The Respondent understands and hereby acknowledges that the County makes no representations nor guarantees the Respondent any minimum or maximum number of units of service to be provided under this Contract

3.8 ORDERING AUTHORITY.

3.8.1 Respondents should understand that any request for purchase of materials or services shall be accompanied by a valid purchase order, issued by Materials Management, or by a Certified Agency Procurement Aid (CAPA).

3.8.2 Maricopa County departments, cities, other counties, schools and special districts, universities, nonprofit educational and public health institutions may also purchase from under this Contract at their discretion and/or other state and local agencies (Customers) may procure the products under this Contract by the issuance of a purchase order to the Respondent. Purchase orders must cite the Contract number.

3.8.3 Contract award is in accordance with the Maricopa County Procurement Code. All requirements for the competitive award of this Contract have been met. A purchase order for the products is the only document necessary for Customers to purchase and for the Respondent to proceed with delivery of materials available under this Contract.

3.8.4 Any attempt to represent any product not specifically awarded under this Contract is a violation of the Contract. Any such action is subject to the legal and contractual remedies available to the County, inclusive of, but not limited to, Contract cancellation, suspension and/or debarment of the Respondent.

3.9 INQUIRIES AND NOTICES:

All inquiries concerning information herein shall be addressed to:

MARICOPA COUNTY
DEPARTMENT OF MATERIALS MANAGEMENT
ATTN: CONTRACT ADMINISTRATION
320 W. LINCOLN ST.
PHOENIX, AZ 85003

Administrative telephone inquiries shall be addressed to:

ANDREA STUPKA, PROCUREMENT OFFICER, 602-506-3504
(astupka@mail.maricopa.gov)

Technical telephone inquiries shall be addressed to:

Tom Campbell, Graphics Manager, 602-506-3240

Inquiries may be submitted by telephone but must be followed up in writing. No oral communication is binding on Maricopa County.

3.10 EVALUATION CRITERIA.

3.10.1 The evaluation of Bids will be based on, but will not be limited to, the following:

3.10.1.1 Compliance with specifications.

3.10.1.2 Price.

3.10.1.3 Determination of Responsibility.

3.10.2 The County reserves the right to award in whole or in part, by item or group of items, by section or geographic area, or make multiple awards, where such action serves the County's best interest.

3.11 SUBMISSION PRICE CLARITY.

For reasons of clarity all submissions of pricing (Attachment A) shall be priced in the same unit (size, volume, quantity, weight, etc.) as the bid specifications request. Submissions (bids) failing to comply with this requirement may be declared non-responsive.

3.12 INSTRUCTIONS FOR PREPARING AND SUBMITTING BIDS.

Respondents shall provide one (1) original hardcopy (labeled), one (1) hardcopy copy of pricing page. Respondents are to identify their responses with the bid serial number, title and return address to Maricopa County, Department of Materials Management, 320 West Lincoln, Phoenix, Arizona 85003. **The owner, corporate official or partner who has been authorized to make such commitments must sign bids.**

3.13 RESPONDENT REVIEW OF DOCUMENTS.

The Respondent must review its Bid submission to assure the following requirements are met.

3.13.1 **Mandatory:** One (1) original hardcopy (labeled), and one (1) hardcopy of pricing page;

3.13.2 **Mandatory:** Attachment "A", Pricing;

3.13.3 **Mandatory:** Attachment "B", Agreement; and

3.13.4 **Mandatory:** Attachment "C", References.

3.14 POST AWARD MEETING:

The successful Respondent(s) may be required to attend a post-award meeting with the Using Agency to discuss the terms and conditions of the Contract. This meeting will be coordinated by the Procurement Officer of the Contract.

EXHIBIT A

Vendor Procedures for Business Forms

1. **Reporting Times** - All vendors will appear at Graphic Communications, Monday thru Friday, between the hours of 9 am and 12 pm, except on legal holidays or upon notice from Graphic Communications. New Requisitions will be available for quotes during these hours. At 12 pm, requisitions will be pulled and vendors who are late will not be given the opportunity to bid, and will be considered as a "No Show". Vendors are required to submit bids on all work posted. "No Bids" are considered the same as actual bids. Any vendor not appearing between these times will be recorded as a "No Show". **Three consecutive or Five "No Shows" within in a 30 day period will constitute grounds for removal from the contract.**
2. **Rush Bids** – Graphic Communications processes rush work requests with turn times of as little as 24 hours. In these instances it is necessary that there is a process in place for the quick contracting of these requests. Each Customer Service Representative will supply Graphic Communications with a direct line or cell number (not voice mail, menu driven or answering services) to insure that contact can be made as quickly as possible. Graphic Communications will supply the specifications of the request and ask that quotes be faxed to Graphic Communications at a time established at the time of contact. Quotes not received within the specified times will not be considered.
3. **Customer Service Representatives (CSR)** – Each vendor will assign a CSR to be responsible for compliance to the specifications of the contract. Graphic Communications will communicate exclusively with this individual on matters concerning contract compliance. CSR's may delegate the responsibility of pick-up and delivery of specifications and quotes, but CSR representatives must have enough knowledge of the printing industry to collect specifications without interrupting Graphic Communications personnel with unnecessary questions. Also, excessive requests from CSR's for information, not collected by their representative, is discouraged and may result in negative correspondence being added to the vendor file.
4. **Vendor File** – Graphic Communications will maintain a file on each vendor made up of all correspondence pertaining to that vendor's performance. Letters describing outstanding effort or quality will be collected as well as negative input from Graphic Communications and County customers.
5. **Samples** – Each requisition submitted for quotes will have a sample attached. **Please Do Not Remove or Deface These Samples !!!** There is a copier available for the use of the vendors. Feel free to make a copy, but leave the sample so other vendors can use it for specifications.
6. **Customer Changes** – If a customer changes the specifications after award, the vendor will get the requested changes from the customer in writing and submit it to Graphic Communications as soon as possible, along with a revised quote. Graphic Communications will adjust the contracted price.
7. **Over runs** – It is the policy of Graphic Communications not to accept or pay for over runs. Please deliver only the requested amount.
8. **Delivery** – Delivery will be made to the desk of the County customer, not Graphic Communications. If a vendor uses a delivery service, the vendor is responsible for payment to the delivery service. Vendors are also responsible for the conduct of the delivery service personnel.
9. **Quotes** – Quotes on normal requests are due back to Graphic Communications the next business day. Vendors are encouraged to submit their quotes in sealed envelopes. If you are a participating vendor on more than one contract, please separate the bids for each contract. **Only bids submitted on the County quote sheet will be accepted.** These sheets will be provided. Any bids submitted in another format will not be considered.

10. **Requisitions** – All contracted work requests will have a Graphic Services Stub Requisition (P-Stub). The P- Number, located in the upper right hand corner is used for tracking, and must be entered on the bid sheets and on all invoices. If an employee of Maricopa County requests work to be performed without a authorized P-Stub, it is the vendor's responsibility to direct them to Graphic Communications.
11. **Duration of Contract Awards** - Some reoccurring requests may be posted for duration of contract bid. These will be handled on a case by case basis and all qualifying vendors will be notified. Duration of contract awards can be retracted at any time during the contract period by Graphic Communications. Even though a vendor may have a duration of contract award, each time the job is requested it must be processed through Graphic Communications with a new P- Stub.
12. **Faxing of Quotes** - Graphic Communications will not accept quotes that are faxed by the vendors. If Graphic Communications determines that is in the best interest of the County, faxing of quotes for rush bids will be authorized on a case by case basis.
13. **Vendor Eligibility** – Graphic Communications administers many contracts, requests for other services will be in the contracting area. Please review only those requisitions in your area and bid only the areas that you have contracted for.
14. **Originals** – All originals are the property of Maricopa County. All typesetting accomplished in the support of requested work become the property of Maricopa County. This includes hardcopy, negatives, electronic media or dies. Electronic media must be supplied to Maricopa County in a PDF format.
15. **Warehousing** –Warehousing of forms is not allowed unless approval is obtained from Graphic Communications before printing.

AMERICOPY, 856 E. MAIN STREET, MESA, AZ 85203

PRICING SHEET: ~~S027601/B0600814/~~**NIGP CODES 9661601, 9663602**

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ☒ YES ☐ NO

ACCEPT PROCUREMENT CARD: ☒ YES ☐ NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: ☒ YES ☐ NO ☐ 1 %
REBATE (Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY: ☒ YES ☐ NO ☐ % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: ☒ YES ☐ NO

1.0 PRICING:

ITEM DESCRIPTION

- | | | |
|-------|--|-----|
| 1.1 | Vendor will meet Contract Quoting Requirements in accordance with Section 2.1.2 | YES |
| 1.2 | Vendor will meet Technical Assistant Requirements in accordance with Section 2.1.5 | YES |
| 1.2.1 | List any exceptions: | |
| 1.3 | Vendor will meet Delivery Requirements in accordance with Section 2.6
accordance with Section 2.6 | YES |

Terms: 1% 10 Days Net 30

Vendor Number: W000002675X

Telephone Number: 480/623-8100

Fax Number: 480/623-1076

Contact Person: Steven Heywood

E-mail Address: steven@americopy.com

Certificates of Insurance Required

Contract Period: To cover the period ending **February 28, 2010.**

ARIZONA CORRECTIONAL INDUSTRIES, 3701 W CAMBRIDGE AVENUE, PHOENIX, AZ 85009

PRICING SHEET: ~~S027601/B0600814/~~**NIGP CODES 9661601, 9663602**

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ☒ YES ☐ NO

ACCEPT PROCUREMENT CARD: ☐ YES ☒ NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: ☐ YES ☒ NO ☐ %
REBATE (Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY: ☐ YES ☒ NO ☐ % DISCOUNT

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| 1.2.1 | List any exceptions: | |
| 1.3 | Vendor will meet Delivery Requirements in accordance with Section 2.6
accordance with Section 2.6 | YES |

Terms: NET 30

Vendor Number: W000002412 X

Telephone Number: 602/272-7600

Fax Number: 602/255-3108

Contact Person: Bill Branson

E-mail Address: bbranson@azcorrections.gov

Certificates of Insurance Required

Contract Period: To cover the period ending **February 28, 2010.**

BUSINESS CARDS TOMORROW, 2955 W. FAIRMOUNT AVENUE, PHOENIX, AZ 85017

PRICING SHEET: ~~S027601/B0600814/~~**NIGP CODES 9661601, 9663602**

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ☒ YES ☐ NO

ACCEPT PROCUREMENT CARD: ☒ YES ☐ NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: ☐ YES ☒ NO ☐ %
 REBATE (Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY: ☒ YES ☐ NO ☐ % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: ☒ YES ☐ NO

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| 1.2.1 | List any exceptions: | |
| 1.3 | Vendor will meet Delivery Requirements in accordance with Section 2.6
accordance with Section 2.6 | YES |

Terms:	NET 30
Vendor Number:	W000007930 X
Telephone Number:	602/234-0666
Fax Number:	602/265-0519
Contact Person:	Theresa Fernandez
E-mail Address:	teresa@bctphoenix.com
Certificates of Insurance	Required
Contract Period:	To cover the period ending February 28, 2010.

CNS BUSINESS FORMS INC., 4035 W. FAIRMOUNT AVENUE, PHOENIX, AZ 85019

PRICING SHEET: ~~S027601/B0600814~~ **NIGP CODES 9661601, 9663602**

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ☒ YES ☐ NO

ACCEPT PROCUREMENT CARD: ☒ YES ☐ NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: ☐ YES ☒ NO ☐ %
 REBATE (Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY: ☐ YES ☒ NO ☐ % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: ☒ YES ☐ NO

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| 1.2.1 | List any exceptions: | |
| 1.3 | Vendor will meet Delivery Requirements in accordance with Section 2.6
accordance with Section 2.6 | YES |

Terms: NET 30

Vendor Number: W000006165 X

Telephone Number: 623/570-9090

Fax Number: 866/891-7068

Contact Person: Scott Hicks

E-mail Address: cnsbusinessforms@cableone.net

Certificates of Insurance Required

Contract Period: To cover the period ending **February 28, 2010.**

COMPLETE PRINT SHOP, 3433 E. EARLL DRIVE, PHOENIX, AZ 85017

PRICING SHEET: ~~S027601/B0600814/~~**NIGP CODES 9661601, 9663602**

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ☒ YES ☐ NO

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| 1.2.1 | List any exceptions: | |
| 1.3 | Vendor will meet Delivery Requirements in accordance with Section 2.6
accordance with Section 2.6 | YES |

Terms: 2% 10 Days Net 30

Vendor Number: W000004975 X

Telephone Number: 602/437-0207

Fax Number: 602/437-8132

Contact Person: Lam Bui

E-mail Address: lam@completeprintshop.com

Certificates of Insurance Required

Contract Period: To cover the period ending **February 28, 2010.**

DI-MOR BUSINESS FORMS, PO BOX 1944, PHOENIX, AZ 85001-1944

PRICING SHEET: ~~S027601/B0600814/~~**NIGP CODES 9661601, 9663602**

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ☒ YES ☐ NO

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REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: ☒ YES ☐ NO ☐ %
REBATE (Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY: ☒ YES ☐ NO ☐ % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: ☒ YES ☐ NO

1.0 PRICING:

ITEM DESCRIPTION

- | | | |
|-------|--|-----|
| 1.1 | Vendor will meet Contract Quoting Requirements in accordance with Section 2.1.2 | YES |
| 1.2 | Vendor will meet Technical Assistant Requirements in accordance with Section 2.1.5 | YES |
| 1.2.1 | List any exceptions: | |
| 1.3 | Vendor will meet Delivery Requirements in accordance with Section 2.6
accordance with Section 2.6 | YES |

Terms:	NET 30
Vendor Number:	W000005021 X
Telephone Number:	602/684-5327
Fax Number:	602/268-0234
Contact Person:	Ernie Garcia
E-mail Address:	ernie@di-mor.com
Certificates of Insurance	Required
Contract Period:	To cover the period ending February 28, 2010.

EAGLE PRESS, 4010 NW GRAND SUITE 16, PHOENIX, AZ 85019

PRICING SHEET: S027601/B0600814/NIGP CODES 9661601, 9663602

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: X YES NO

ACCEPT PROCUREMENT CARD: X YES NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: X YES NO 1 %
REBATE (Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY: X YES NO % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: X YES NO

1.0 PRICING:

ITEM DESCRIPTION

1.1 Vendor will meet Contract Quoting Requirements in YES
accordance with Section 2.1.2

1.2 Vendor will meet Technical Assistant Requirements in YES
accordance with Section 2.1.5

1.2.1 List any exceptions:

1.3 Vendor will meet Delivery Requirements in accordance with Section 2.6 YES
accordance with Section 2.6

Terms: NET 10

Vendor Number: W000009110 X

Telephone Number: 602/696 0105

Fax Number: 623/594 8596

Contact Person: John Duhigg

E-mail Address: johnduhigg1@cox.net

Certificates of Insurance Required

Contract Period: To cover the period ending February 28, 2010.

REMOVED FROM CONTRACT EFFECTIVE 10/24/07

HARRIS PRINTERS, 3320 WEST VERNON AVENUE, PHOENIX, AZ 85009

PRICING SHEET: ~~S027601/B0600814/~~**NIGP CODES 9661601, 9663602**

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ☒ YES ☐ NO

ACCEPT PROCUREMENT CARD: ☒ YES ☐ NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: ☒ YES ☐ NO 2 %
REBATE (Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY: ☒ YES ☐ NO % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: ☒ YES ☐ NO

1.0 PRICING:

ITEM DESCRIPTION

- | | | |
|-------|--|-----|
| 1.1 | Vendor will meet Contract Quoting Requirements in accordance with Section 2.1.2 | YES |
| 1.2 | Vendor will meet Technical Assistant Requirements in accordance with Section 2.1.5 | YES |
| 1.2.1 | List any exceptions: | |
| 1.3 | Vendor will meet Delivery Requirements in accordance with Section 2.6
accordance with Section 2.6 | YES |

Terms: 2% 10 Days Net 30

Vendor Number: W000001557 X

Telephone Number: 602/233-1888

Fax Number: 602/23-1870

Contact Person: Vickie Beal

E-mail Address: mail@harrisprinters.com

Certificates of Insurance Required

Contract Period: To cover the period ending **February 28, 2010.**

~~PAPERCHASE, 300 W. CLARENDON SUITE #115, PHOENIX, AZ 85013~~

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ~~___X___~~ YES ~~___~~ NO

ACCEPT PROCUREMENT CARD: ~~___X___~~ YES ~~___~~ NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: ~~___~~ YES ~~___X___~~ NO ~~___~~ %
REBATE (Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY: ~~___X___~~ YES ~~___~~ NO ~~___~~ % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: ~~___X___~~ YES ~~___~~ NO

~~1.0 PRICING:~~

~~ITEM DESCRIPTION~~

~~1.1 Vendor will meet Contract Quoting Requirements in accordance with Section 2.1.2~~ YES

~~1.2 Vendor will meet Technical Assistant Requirements in accordance with Section 2.1.5~~ YES

~~1.2.1 List any exceptions:~~

~~1.3 Vendor will meet Delivery Requirements in accordance with Section 2.6~~ YES
accordance with Section 2.6

~~PRICING SHEET: S027601/B0600814/NIGP 96616, 36~~

~~Terms:~~ NET 30

~~Vendor Number:~~ W000008011 X

~~Telephone Number:~~ 602/234 0909

~~Fax Number:~~ 602/234 339

~~Contact Person:~~ Dean Hoppes

~~E-mail Address:~~ dean@ppchase.com

~~Certificates of Insurance~~ Required

~~Contract Period:~~ To cover the period ending February 28, 2010.

~~**REMOVED FROM CONTRACT EFFECTIVE 04/13/07**~~

PITNEY BOWES MANAGEMENT SERVICES, 23751 NORTH 23RD AVENUE SUITE 190, PHOENIX, AZ 85085-9424 N 25TH AVENUE, PHOENIX, AZ 85021

PRICING SHEET: ~~S027601/B0600814~~/NIGP CODES 9661601, 9663602

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ☒ YES ☐ NO

ACCEPT PROCUREMENT CARD: ☒ YES ☐ NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: ☒ YES ☐ NO 3 %
REBATE (Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY: ☒ YES ☐ NO % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: ☒ YES ☐ NO

1.0 PRICING:

ITEM DESCRIPTION

- | | | |
|-------|--|-----|
| 1.1 | Vendor will meet Contract Quoting Requirements in accordance with Section 2.1.2 | YES |
| 1.2 | Vendor will meet Technical Assistant Requirements in accordance with Section 2.1.5 | YES |
| 1.2.1 | List any exceptions: | |
| 1.3 | Vendor will meet Delivery Requirements in accordance with Section 2.6
accordance with Section 2.6 | YES |

Terms: NET 30

Vendor Number: W000000912 X

Telephone Number: ~~602/216-6036~~ 480/707-0625

Fax Number: ~~602/997-1662~~ 480/707-0620

Contact Person: Hank Natoli

E-mail Address: hank.natoli@pb.com

Certificates of Insurance Required

Contract Period: To cover the period ending **February 28, 2010.**

SOUTHWESTERN BUSINESS FORMS, 2715 S. HARDY DRIVE SUITE #103, TEMPE, AZ 85282

PRICING SHEET: ~~S027601/B0600814/~~**NIGP CODES 9661601, 9663602**

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ☒ YES ☐ NO

ACCEPT PROCUREMENT CARD: ☒ YES ☐ NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: ☐ YES ☒ NO ☐ %
 REBATE (Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY: ☐ YES ☒ NO ☐ % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: ☒ YES ☐ NO

1.0 PRICING:

ITEM DESCRIPTION

- | | | |
|-------|--|-----|
| 1.1 | Vendor will meet Contract Quoting Requirements in accordance with Section 2.1.2 | YES |
| 1.2 | Vendor will meet Technical Assistant Requirements in accordance with Section 2.1.5 | YES |
| 1.2.1 | List any exceptions: | |
| 1.3 | Vendor will meet Delivery Requirements in accordance with Section 2.6
accordance with Section 2.6 | YES |

Terms: 1 % 10 Days Net 30

Vendor Number: W000003957 X

Telephone Number: 602/275-7593

Fax Number: 602/275-0321

Contact Person: Carlos Esparza

E-mail Address: carlos@swbfaz.com

Certificates of Insurance Required

Contract Period: To cover the period ending **February 28, 2010.**

WILLIAMS EXPRESS, 430 S. ROCKFORD DR. #109, TEMPE, AZ 85281

PRICING SHEET: ~~S027601/B0600814/~~ **NIGP CODES 9661601, 9663602**

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ☒ YES ☐ NO

ACCEPT PROCUREMENT CARD: ☒ YES ☐ NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: ☐ YES ☐ NO ☒ %
REBATE (Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY: ☐ YES ☐ NO ☒ % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: ☒ YES ☐ NO

1.0 PRICING:

ITEM DESCRIPTION

- | | | |
|-------|--|-----|
| 1.1 | Vendor will meet Contract Quoting Requirements in accordance with Section 2.1.2 | YES |
| 1.2 | Vendor will meet Technical Assistant Requirements in accordance with Section 2.1.5 | YES |
| 1.2.1 | List any exceptions: | |
| 1.3 | Vendor will meet Delivery Requirements in accordance with Section 2.6
accordance with Section 2.6 | YES |

Terms:	NET 30
Vendor Number:	W000006053 X
Telephone Number:	480/967-1014
Fax Number:	480/967-2205
Contact Person:	Julian Benavidez
E-mail Address:	wefiles@aol.com
Certificates of Insurance	Required
Contract Period:	To cover the period ending February 28, 2010.

WORKFLOWONE, 410 N 44TH STREET SUITE 150, PHOENIX, AZ 85008

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: X YES NO

ACCEPT PROCUREMENT CARD: X YES NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: YES X NO %

REBATE (Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY: X YES NO 0 % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: X YES NO

1.0 PRICING:

ITEM DESCRIPTION

1.1 Vendor will meet Contract Quoting Requirements in YES
accordance with Section 2.1.2

1.2 Vendor will meet Technical Assistant Requirements in YES
accordance with Section 2.1.5

1.2.1 List any exceptions:

1.3 Vendor will meet Delivery Requirements in accordance with Section 2.6 YES
accordance with Section 2.6

PRICING SHEET: S027601/B0600814/NIGP CODES 9661601, 9663602

Terms: NET 30

Vendor Number: W000000755 X

Telephone Number: 602/455 6015

Fax Number: 602/269 8220

Contact Person: Tom Eddington

E-mail Address: Thomas.eddington@relizon.com

Certificates of Insurance Required

Contract Period: To cover the period ending February 28, 2010.

REMOVED FROM CONTRACT EFFECTIVE 08/02/07